

# Request for Incomplete

## Office of the Registrar

250 W. First Street, Suite 330 · Claremont, CA 91711 · Ph. (909) 667-4480 · Fax (909) 399-3443

---

**Student:** Incompletes are only considered when the student is making satisfactory course progress and encounters extenuating circumstances. Incompletes are granted at the sole discretion of the instructor. If the instructor determines that an incomplete is appropriate, the student must submit this form to the instructor with the student portion completed before the end of the term. Students are required to submit all outstanding assignments by the date provided by the instructors. Assignments should be emailed to the instructor.

**Instructor:** Provide the completed Request for Incomplete form to the Office of the Registrar by the grade submission deadline for the term. Incomplete work is due within 30 days of the end of the term. The incomplete period may extend for up to one full term in the event of serious extenuating circumstances. A Change of Grade form must be submitted at the end of the incomplete period for students who have submitted outstanding work. If a student does not finish work for the class, the instructor should contact the Registrar to revert the student's grade to the alternative grade on this form.

---

### A. To be completed by the student

Name \_\_\_\_\_ Term \_\_\_\_\_

Course \_\_\_\_\_ Instructor \_\_\_\_\_

Reason for requesting an incomplete:

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### B. To be completed by the instructor

Email address for receiving incomplete work \_\_\_\_\_

Assignments to be submitted: \_\_\_\_\_ Due Date \_\_\_\_\_

Alternative Grade \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Administrative Use Only

\_\_\_\_\_  
Registrar \_\_\_\_\_ Date \_\_\_\_\_